

# Compensatory Time for Travel Worksheet For Non-Local Travel

Time Periods	Actual Time <sup>i</sup>	Net Time <sup>ii</sup>
<b>Part I – Travel to TDY Station</b>		
Travel from home or office to terminal <sup>iii</sup>		
Time waiting at terminal <sup>iv</sup>		
- Additional time due to delay or cancellation of scheduled flight/train, if applicable <sup>v</sup>		
Travel time from first terminal to the next one <sup>vi</sup>		
Time between flights/trains, if applicable <sup>vii</sup>		
Travel time from second terminal to the next one, if applicable <sup>viii</sup>		
Time at final terminal and travel from terminal to final destination <sup>ix</sup>		
<b>Part II – Travel from TDY Station</b>		
Travel from hotel or worksite to terminal and time waiting at terminal <sup>x</sup>		
- Additional time due to delay or cancellation of scheduled flight/train, if applicable <sup>xi</sup>		
Travel time from first terminal to the next one <sup>xii</sup>		
Time between flights/trains, if applicable <sup>xiii</sup>		
Travel time from second terminal to the next one, if applicable <sup>xiv</sup>		
Time at final terminal <sup>xv</sup>		
Travel from terminal to final destination <sup>xvi</sup>		
<b>Total</b>		

## Reduce the total hours by:

- Time that overlaps regular duty hours.
- Personal time for bona fide meal periods, sleep, etc. during the waiting periods.
- Regular commuting time for trips to and from the initial and final departure terminal and home.

(Front side)

Footnotes:

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- <sup>i</sup> Record the local time in 15-minute increments; times should be the same as the times used for completing the associated travel voucher
- <sup>ii</sup> Record the net (elapsed) creditable time after any adjustments; recorded in 15-minute increments
- <sup>iii</sup> Reduce time by the amount for employee's regular commute time to his/her office (which is \_\_\_\_\_) and by the amount that overlaps regular duty hours
- <sup>iv</sup> Actual time at terminal (not to exceed 2 hours); includes time waiting in line to check in, but not in the parking lot or traveling from the parking lot to the terminal; reduce time by the amount that overlaps regular duty hours and for a bona fide meal period
- <sup>v</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)
- <sup>vi</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period
- <sup>vii</sup> Actual time at terminal (not to exceed 2 hours); reduce time by the amount that overlaps regular duty hours and for a bona fide meal period and/or rest/sleep period; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: \_\_\_\_\_); travel time to and from a hotel may be credited for an overnight stay
- <sup>viii</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period; when more than 1 intervening stop is involved, insert additional rows below this one
- <sup>ix</sup> For picking up baggage, making transportation arrangements, and travel time to the hotel or work site; reduce time by the amount that overlaps regular duty hours and for a bona fide meal period
- <sup>x</sup> Actual time at terminal (not to exceed 2 hours); reduce time by the amount that overlaps regular duty hours and for a bona fide meal period
- <sup>xi</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period(s)
- <sup>xii</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period
- <sup>xiii</sup> Reduce time by the amount that overlaps regular duty hours and for a bona fide meal period and/or rest/sleep period; if flight/train is cancelled, waiting time may be credited up to the time that the employee is notified or becomes aware of the cancellation (time of notification: \_\_\_\_\_); travel time to and from a hotel may be credited for an overnight stay
- <sup>xiv</sup> When more than 1 intervening stop is involved, insert additional rows below this one which duplicate periods 4 and 5
- <sup>xv</sup> For picking up baggage and making transportation arrangements; reduce time by the amount that overlaps normal duty hours and for a bona fide meal period
- <sup>xvi</sup> Reduce time by the amount for employee's normal commute time from his/her office to home, that overlaps normal duty hours, and for a bona fide meal period

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**SUPPLEMENTAL GUIDANCE  
REGARDING  
COMPENSATORY TIME OFF FOR TRAVEL**  
(February 2005)

Following are questions and answers on issues that supplement the guidance on compensatory time for travel issued by the Office of Personnel Management (see <http://www.opm.gov/oca/compmemo/2005/2005-03.asp>). In addition, a sample worksheet is attached to assist travelers in determining and documenting their travel time that may be credited for compensatory time for travel. This information will be incorporated in Appendix D of the DOE *Handbook on Overtime* when it is updated.

- Q1. Who is eligible for this benefit?
- A1. All employees are eligible except the following: the Secretary, SESs, prevailing rate employees, student-employees, and employees covered by other forms of overtime compensation, including law enforcement availability pay. SL/STs and Schedule Cs are eligible.
- Q2. What is the Department's application of "usual waiting time?"
- A2. Usual waiting time at an airport or train terminal is the actual waiting time up to 2 hours, reduced by any time during the employee's regular duty hours and for bona fide meal periods (see Q4 and A4). The time begins when the employee is physically in the terminal, including waiting in line to check in, but not time in the parking lot or traveling from the parking lot to the terminal.
- Q3. How is compensatory time for travel determined when a flight or train is delayed or cancelled.
- A3. Waiting time for a delayed or cancelled flight or train is credited for non-duty hours up to the time that the employee is notified of the cancellation, but no more than 2 hours, reduced by any time for bona fide meal periods (see Q4 and A4), rest and/or sleep, or personal use, e.g., shopping in a terminal. If the cancellation occurs at the initial departure terminal, then the employee's travel time back home (reduced by the employee's normal commute time) or to his/her hotel may be credited for compensatory time for travel if travel occurs outside the employee's regular duty hours. If cancellation occurs at an intervening terminal, then the travel time to and from a hotel for an overnight stay is creditable time if it occurs outside the employee's regular duty hours, but the time at the hotel is not creditable because it is regarded as personal time for rest and/or sleep.
- Q4. Is compensatory time for travel available for an employee who chooses to return early from a trip?
- A4. When an employee chooses to return from a trip early, e.g., the night before s/he was otherwise authorized to travel during normal work hours or on a non-work day or holiday, the Department's position is that the employee will receive compensatory time for travel since most situations will occur prior to a non-workday when the employee would be eligible to receive it anyway.
- Q5. What is the Department's application of a "bona fide meal" period?
- A5. A bona fide meal period means that time that an employee uses to eat a meal while waiting for a flight or train in which s/he has at least 1 hour in a departure, intervening, or final destination terminal and has at least 30 minutes to eat in a restaurant or waiting area. At an intervening terminal, the employee must have at least 1 hour from the time that the first flight or train arrives at a terminal and the next one actually departs. For example, if an employee needs 20 minutes to purchase a fast food meal and eat it in a waiting area with 1 hour and 10 minutes before the next flight, then 30 minutes is reported as the meal period since time is reported in 15-minute increments. Eating on a flight or train is not a bona fide meal period unless the employee has at least 1 hour in a terminal and chooses to purchase a meal in the terminal to carry on the flight or train, in which case a meal period should be imputed to reduce the total travel time credited for compensatory time for travel. (Note: this answer has been reviewed by OPM to insure consistency with its guidance.)
- Q6. Can an employee get compensatory time for travel for a permanent change in station (PCS)?

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- A6. No. The law provides this form of compensation for “an employee in a travel status away from the official duty station.” Thus, it only applies to local or temporary duty (TDY) travel outside the area of the employee’s official duty station.
- Q7. What is the Department’s procedure for an employee to request that compensatory time for travel be credited?
- A7. An employee must provide adequate documentation, such as on the attached worksheet, to his/her timekeeper and/or certifying official in accordance with local procedures. Submission of the documentation presumes that credit is requested.
- Q8. How is compensatory time for travel recorded in the Automated Time Attendance And Production System (ATAAPS)?
- A8. Until ATAAPS can accommodate the new codes (scheduled for June 2005), a manual tracking system must be used. Once ATAAPS has been modified, an adjusted time and attendance (T&A) record for each affected employee must be submitted by the timekeeper for each of the pay periods affected by the earning and using of the compensatory time for travel. The retroactive T&A adjustments will be processed to update travel compensatory time earned and used, and to compute the travel compensatory time balances (including the appropriate date of forfeiture). The two new ATAAPS codes for compensatory time for travel will be CB for earned travel compensatory time and CF for used travel compensatory time. When the new codes are implemented, employees/timekeepers will be able to enter the information on compensatory time for travel in ATAAPS.

DO NOT record compensatory time for travel in ATAAPS using the codes for compensatory time earned and used that are currently in the system (CE for compensatory time earned and CT for compensatory time used). Until the new codes are available in ATAAPS, all usages of this new comp time should be recorded in ATAAPS as RG regular work hours. All earned occurrences of this compensatory time should be totally tracked outside of DCPS.

Additional guidance from DFAS is posted to the payroll website at: <http://chris.inel.gov/payroll>.

- Q8. When must compensatory time for travel be reported?
- A8. Compensatory time for travel must be reported by the date that an employee’s travel voucher is completed, but, once the time can be reported in ATAAPS, the time should be reported during the pay period in which it is earned or used to the extent possible to avoid a supplemental time record.